

## CITY OF RIVERSIDE

742512/4/077424 (NC)

## HUMAN RESOURCES DEPARTMENT

Revised

## CLASSIFICATION SPECIFICATION

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**TITLE: UTILITIES ASSISTANT DIRECTOR/ENERGY DELIVERY  
UTILITIES ASSISTANT DIRECTOR/ENERGY DELIVERY (NON-CLASSIFIED)\***

**DEFINITION**

Under general direction, to plan, direct, and review the electric distribution, transmission and generation, engineering, substation and planning engineering, operations, maintenance, communications engineering, and construction activities; to provide professional and technical staff assistance; and to do related work as required.

\*Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Public Utilities General Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Utilities Director. Exercises general direction over professional, technical, trades, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, standards, objectives, policies, and procedures.
- Direct and review the planning and design of the energy delivery and communication system.
- Direct all energy delivery engineering activities; determine scope of projects; review electrical engineering programs, projects, and schedules for suitability and approval.
- Direct and review the construction, maintenance, and repair of the electric transmission, generation, communication, and distribution system.
- Direct and review central substation operations and the installation, construction, testing, maintenance, and repair of electrical and generation substation equipment.
- Represent the Department in negotiations with bargaining units.
- Direct and participate in the preparation and administration of the operating budget and the capital improvement plan and budget.
- Serve as department representative on and to, City committees, project committees, and industry organizations.
- Coordinate Division activities with other City departments, divisions, and with outside agencies and organizations.
- Supervise preparation of data for submission to regulatory agencies; serve as expert witness and represent City interests as required.
- Direct the preparation of technical and administrative reports, presenting reports and recommendations to the Public Utilities Director, City Manager, Board of Public Utilities, City Council, and other agencies and organizations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
- Supervise the selection, and activities, of professional consultants, advisors, and contractors.
- Serve as Acting Public Utilities General Manager or Deputy General Manager as assigned.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of electrical and/or civil engineering, public utility administration, organization, budget, and personnel management.
- Methods, materials, techniques, equipment used, and applicable regulatory codes and laws related to the development, construction, maintenance, and operation of a public utility.
- Recent developments, current literature, and sources of information regarding utility engineering, construction, operation, and maintenance.
- Economics and utility financing practices.
- Transmission substation communication and generation system operations, including computer control systems.
- Interdepartmental relationships.
- Industry safety practices.

### Ability to:

- Plan, organize, staff, and direct a diversified organization in a manner conducive to a safe, efficient performance and high morale.
- Delegate authority and responsibility and to schedule and program work on short and long term basis.
- Direct the preparation of engineering plans, specifications, records, and complex technical reports.
- Establish and maintain effective working relationships with representatives of other utilities.
- Represent the City and department on committees/boards created to administer joint power projects.
- Communicate clearly and concisely, orally and in writing.
- Prepare and negotiate contracts.
- Formulate and present policy recommendations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in electrical and/or civil engineering. A Master's Degree in a related field is highly desirable.

Experience: At least seven years of progressively responsible managerial and supervisory experience in public utilities electric distribution and transmission engineering, substation and planning engineering, generation, communication, operations, maintenance, and construction activities.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid, Class C California Motor Vehicle Operators License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Assistant Director/ Energy Delivery

**TO:** Public Utilities General Manager